



STATE OF WASHINGTON
HIGHER EDUCATION COORDINATING BOARD

917 Lakeridge Way • PO Box 43430 • Olympia, Washington 98504-3430 • (360) 753-7800 • Fax (360) 753-7808

March 17, 2009

TO: Student Employment Administrators
Financial Aid Administrators
Other Interested Parties

FROM: Jeffrey N. Powell, Assistant Director JNP

**SUBJECT: STATE WORK STUDY COMMUNITY SERVICE PROJECTS –
APPLICATION TO PARTICIPATE**

The Higher Education Coordinating Board (HECB) invites you to apply to participate in the Washington State Work Study (SWS) Community Service Project (CSP) program.

What is it? For more than a decade, the HECB has sponsored Community Service Projects promoting civic engagement and community service for students participating in the SWS program. In addition to helping needy students pay for college and gain relevant work experience, these projects bring colleges and communities together in an effort to resolve social problems and improve the community. As a result, students anchor their learning and secure a better understanding of their place in the world. The project concept adds structure for instruction, training, supervision, and reflection - all of which help students develop as scholars and citizens.

What does it mean for your college and its students? Your institution has the opportunity to leverage up to **\$30,000** in additional SWS wage funds for your financially needy student population by submitting an application to participate. An additional administrative allowance of up to **\$3,000** (more if exceptional circumstances are documented and approved, see application) is also available to assist with project operation.

How do you apply? Successful applications will receive funding to employ SWS eligible students in a variety of work experiences within local community organizations. Please refer to the information that follows below for more details about required program features and the application process. Applications are due to the HECB by **Friday, May 8, 2009**, and award notifications will be made no later than July 1, 2009.

Want to know more or preview your ideas? We look forward to working with you to improve and expand opportunities for students to serve their communities. If you have questions about this program or want to discuss project ideas or application details, please call me at (360) 704-4150.

*** **Please Note:** While we do not expect SWS funding to be reduced in the 09-11 biennial budget, the number of projects that can be funded will depend on available resources.



Washington State Work Study Program Community Service Project Application 2009-2010

"If we are to achieve a richer culture, rich in contrasting values, we must recognize the whole gamut of potentialities, and so weave a less arbitrary social fabric, one in which diverse human gifts will all find a fitting place."

-- Margaret Mead

"Never regard study as a duty, but as the enviable opportunity to learn to know the liberating influence of beauty in the realm of the spirit for your own personal joy and to the profit of the community to which your later work belongs."

-- Albert Einstein

**DUE DATE:
MAY 8, 2009**

Student Financial Assistance
Attn: Jeffrey Powell, Assistant Director
Higher Education Coordinating Board
917 Lakeridge Way
PO Box 43430
Olympia, WA 98504

State Work Study Community Service Projects

Background

The SWS Community Service Project (SWS CSP) program was developed over a decade ago to:

- Promote service learning opportunities for college students in local communities by actively linking classroom learning with social responsibility.
- Deepen connections between institutions and community partners, as well as between institutional faculty and student employment professionals.
- Establish lasting SWS off-campus placement opportunities for future students within the community to improve local conditions in areas such as health and child care, education and literacy training, social services, public safety, and neighborhood development.

Project Eligibility

A successful SWS CSP application will demonstrate that:

- By working with the institution's student employment administrator, SWS eligible students will be identified and employed through SWS CSP funding.
- SWS CSP participants generally will work off-campus in a non-profit organization addressing critical community needs that are clearly defined and can be measured for project impact.
- Project participants will formally assess their service learning experiences through reflection exercises such as journaling and regular group discussions throughout their experience.
- Letters of support are included from community partners and the institution's financial aid, student employment and/or career services office. A core component for project success is collaboration with both on and off-campus stakeholders. The best collaborations are achieved when the community is included upfront in planning the project. This approach builds strong ties between the college and community and helps promote project adoption beyond the grant cycle.

Funding

- Funding for SWS CSP comes from the SWS appropriation combined with a small federal matching grant. Generally, most projects will be funded at about **\$33,000** per year.
- The wage allocation cannot exceed **\$30,000** and can pay **100 percent** of the student's gross salary. Actual student earnings must be reported by the institution on a student-by-student basis at the conclusion of the project so that the federal share can be properly attributed.

- An administrative grant supporting project activity will be provided equal to **10 percent** of student wages. This amount is in addition to and separate from the funds provided for student wages.
 - Allowable administrative costs include project materials, student benefits on earnings, background checks, fingerprinting, transportation costs, and professional staff time in direct support of the project. Institutional indirect costs are not allowable.
 - Administrative support above the 10% limit, but not greater than 15%, can be provided in exceptional circumstances and if funds allow. Examples of exceptional circumstances could include projects where student employees must travel long distances in order to reach the communities they are serving or projects producing large quantities of printed materials as part of an outreach campaign. If you believe your project requires additional administrative support above 10% in order to function, please include a detailed rationale.

Application Elements and Content

Each institution is asked to submit one copy of its application containing the elements described below, accompanied by the Application Cover Sheet (attached below) identifying the institution, the project director's contact information, and indicating institutional awareness and support of the proposal. Applications will be evaluated on the quality of the following components:

1) Project description:

- Describe key project elements including project purpose, community identification of need, project goals and activities, community partner involvement, and sustainability strategies.
- Provide your plan for SWS student staffing, recruitment, orientation, training, and reflection.
- Describe expected project results, including a timeline of project activities and an evaluation plan.
- Provide Letters of Support from key participants such as community partners, institutional departments, and financial aid office officials.

2) Management and Structure:

- Describe how the project will be managed - address how planning, staffing, organization, recruitment, and funds management will be handled.
- Include a resume for the project director and any other supervising personnel – address how the qualifications of the project director will lead to success with this project.

- Administrative staff involved in the project should be named and their project responsibilities documented.
- Describe the number and type of work study student positions anticipated for the project, including estimated wages plus any in-kind match. To estimate wages, use the following method: # of students x \$ pay per hour x hours worked per week x # of weeks per year. Please remember that only wages earned by SWS eligible students can be subsidized with SWS CSP funds.

3) **Budget:**

- List the total estimated cost of the project divided into the two categories of student wages and administrative expenses. Student wages should be estimated as described above.
- Indicate any in-kind funding from institutional or other sources. This is not a required element but strengthens an application.
- Break down the administrative category into smaller components such as personnel costs, supplies, background checks, fingerprinting, travel, training, direct administrative costs, etc.
- Generally the total budget will not exceed **\$33,000**, including the administrative grant. Requests for an administrative grant above 10 percent, but not above 15 percent, of student wages must include documentation of exceptional circumstances.

4) **Student Job Description(s):**

- Provide a copy of the proposed SWS job description(s). Descriptions should include at least a job title, pay range, minimum qualifications, and educational benefit to be derived.
- Job description forms can be obtained from your student employment office or at the HECB website: <http://www.hecb.wa.gov/financialaid/sws/documents/SWSInstructions-JobDescription9-2008.pdf>

Project Time Line and Reporting Requirements

Submit one copy of the project application. ***Proposals are due to the Board by Friday, May 8, 2009.*** Final selection of projects and notification of awards are expected to occur no later than July 1, 2009. Both those selected and those not selected will be notified.

Administrators of selected projects will receive an award notification along with project guidelines and copies of the administrative grant contract. Project guidelines will include reporting requirements including a mid-year assessment, a student-by-student report of earnings, and a final project report due by *June 25, 2010*.

If you have questions about the process or want to talk over ideas, please contact me directly at (360) 704-4150 or jeffrey@hecb.wa.gov.

***Washington State Work Study Program
COMMUNITY SERVICE PROJECT
Application Cover Sheet
2009-2010***

Institution

Project Director

Title

Phone Number

E-mail Address

Mailing Address

City, Zip Code

Fax Number

Title of Project

Signature of Project Director

Date

Signature of Student Employment Administrator

Date

Signature of Financial Aid Director

Date